Chapter 7 Petitions Batched for Trustee Assignment Batch Upload Instructions
(Effective August 2, 2004)

Chapter 7 voluntary petitions to be batched for trustee assignment, schedules, statements, master address lists (as text files), statements of social security number(s), and other new case documents may be uploaded in a single .zip file as a Chapter 7 Petitions Batched for Trustee Assignment batch. The following rules apply to Chapter 7 Petitions Batched for Trustee Assignment batches:

- Cases submitted for filing in a Chapter 7 Petitions Batched for Trustee Assignment batch that comply with the *"Blind" Trustee Assignment Batching Procedure and Guidelines*, EDC 2-050 and EDC 2-051, WILL BE batched for trustee assignment purposes. Chapter 7 Petitions Batched for Trustee Assignment batches shall include chapter 7 petitions eligible for assignment to the same trustee ONLY. Use the Voluntary Petitions batch to electronically file petitions under all other chapters and chapter 7 petitions ineligible for trustee batching.

- Chapter 7 Petitions Batched for Trustee Assignment batches shall be used to electronically file new chapter 7 bankruptcy cases ONLY. They shall not include documents submitted for pending cases (including schedules and statements filed to complete a "skeleton" filing) nor shall they be used to file new cases under other chapters or new adversary proceedings. Use *Single Upload* or another batch to electronically file documents in pending cases, to file new cases under other chapters, and to file new adversary proceedings

- The following documents ONLY may be uploaded in a Chapter 7 Petitions Batched for Trustee Assignment batch:

  > Voluntary Petition
  > Verification of Master Address List
  > Master Address List (as a text file)
  > Statement of Social Security Number
  > Application to Pay Fee in Installments
  > Waiver of Exemption
  > Other Voluntary New Case Document

- Electronically filed verification of master address list forms and electronically filed master address lists must be submitted in separate files. Electronically filed verification of master address list forms shall be prepared in substantial compliance with EDC 2-100, *Verification of Master Address List*, and saved in .pdf format with a .pdf filename extension.

- Electronically filed master address lists shall contain a list of creditor names and addresses, prepared in strict compliance with the **Name and Address Standards** set forth in form EDC 2-190, *Revised Guidelines for the Preparation of Master Address Lists*, and saved in a "pure text" format (not delimited), such

as MS-DOS text or ASCII (DOS) text, with a .txt filename extension. Electronically filed master address lists saved in word processing format, a delimited text format, or a generic word processor text format or without a .txt filename extension will not be uploaded.

- The following documents shall be included in the same .pdf file with the voluntary petition: summary of schedules, schedules A-J, declaration concerning debtor's schedules, statement of financial affairs, attorney's disclosure of compensation, statement of intention, and list of equity security holders.

- All new case documents for a particular debtor or debtors shall be included and uploaded together as part of the same Chapter 7 Petitions Batched for Trustee Assignment batch. The names of all files related to the voluntary petition for a particular debtor or debtors should include the same debtor zip code and debtor name in the filename.

- Chapter 7 Petitions Batched for Trustee Assignment batches need not include verification of master address list form files, master address list as a text files, statement of social security number(s) files, application to pay fee in installments files, waiver of exemption files, or other voluntary new case document files in the batch. Voluntary petition files will be uploaded regardless of whether any other document with the same debtor zip code and debtor name combination in the filename exist in the batch. However, verification of master address list form files, master address list as a text files, statement of social security number(s) files, application to pay fee in installments files, waiver of exemption files, and other voluntary new case document files cannot be included in a Chapter 7 Petitions Batched for Trustee Assignment batch unless a voluntary petition file with the same debtor zip code and debtor name combination in the filename is submitted as part of the batch.

- If a verification of master address list form file is included in a Chapter 7 Petitions Batched for Trustee Assignment batch, a master address list as text file with the same debtor zip code and debtor name combination in the file name must also be included in the same batch. Likewise, if a master address list as text file is included in a Chapter 7 Petitions Batched for Trustee Assignment batch, a verification of master address form file with the same debtor zip code and debtor name combination in the filename must be included in the same batch.

- No more than one voluntary petition file, verification of master address list form file, master address list as text file, statement of social security number(s) file, application to pay fee in installments file, or waiver of exemption file with the same debtor zip code and debtor name combination in the filename may be included in a Chapter 7 Petitions Batched for Trustee Assignment batch.

- More than one other voluntary new case document file with the same debtor zip code and debtor name combination in the filename may be included in a Chapter 7 Petitions Batched for Trustee Assignment batch.

How to Create a Chapter 7 Petitions Batched for Trustee Assignment Batch

1. Save each document to be uploaded in a separate file (one document per file). Save the master address list as a text file with a filename extension of .txt. Save all other documents as .pdf files with a .pdf filename extension.

2. Use the following naming convention to name each file to be uploaded as part of a Chapter 7 Petitions Batched for Trustee Assignment batch:

   DebtorZipCode – XXXX – DebtorName - S.pdf

   where

   a. **DebtorZipCode** represents the first five digits of the zip code in the address on the petition used to establish venue (the address of the debtor's domicile, residence, principal place of business, or principle assets). All zip codes in the names of files included in a Chapter 7 Petitions Batched for Trustee Assignment batch must be from the same trustee assignment pool. For Trustee Assignment pools, see *"Blind" Trustee Assignment Batching Procedure and Guidelines*, EDC 2-050 and EDC 2-051.

   b. **XXXX** is one of the following codes that indicates the type of document in the file.

      VOLP - voluntary petition
      MTRX - verification of master address list
      CMX - master address list as a text file
      SSN - statement of social security number(s)
      INST - application to pay fees in installments
      WEX - waiver of exemptions
      NEWO - other new voluntary case document

   c. **DebtorName** is the last name, or first initial and last name, of the debtor or debtors named in the petition.

   d. To prevent duplicate filings, filenames may only be used once by you within 30 days. **S** represents one or more digits, or letters, or a combination of digits and letters, that will uniquely identify files with the same case number, docket control number, and document code in the filename, and may include portions of account numbers or client initials, if you choose. For example, declarations of three different individuals (Jane Doe, John Q. Public, and Mary Jean Roe) in support of a motion with docket control number ABC-8 may be submitted within 30 days of each other for case number 04-50001 in files named 2004-50001-DECL-ABC-8-1JD.pdf, 2004-50001-DECL-ABC-8-1JQP.pdf, and

2004-50001-DECL-ABC-8-1MJR.pdf.

The following is an example of properly named .pdf and .txt files in a Chapter 7 Petitions Batched for Trustee Assignment batch:

Batch 1 (voluntary petitions and other documents for more than one debtor with zip codes from the same trustee assignment pool)

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95626-VOLP-LHARRIS.pdf
95626-MTRX-LHARRIS.pdf
95626-CMX-LHARRIS.txt
95626-SSN-LHARRIS.pdf
95814-VOLP-TJONES.pdf
95814-MTRX-TJONES.pdf
95814-CMX-TJONES.txt
95814-SSN-TJONES.pdf
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3. Once you have saved the files you wish to upload as a batch, you must compress them into an Archive, or .zip, file. This allows you to upload one file containing all of your documents. To create a .zip file using WinZip software without leaving Windows Explorer:

   a. Select the .pdf document files and .txt master address list files you want included in the .zip batch, right click, and choose **Add to Zip File** from the context menu. The **Add** dialog box will appear.

   b. Click the **New** button and browse to the directory where you would like your .zip file created. Enter a name in the **File Name** text box (There is no naming convention for the .zip file).

   c. Then click the **Add** button. In the WinZip interface window, you should see a list of the .pdf document files and .txt master address list files in the batch. Additionally, a .zip file should exist in the directory you chose with the name you indicated via the interface.

4. You are now ready to upload the .zip file containing your batch as follows.

   a. Log on to *e-CalWebFiling* and click the **Batch Upload** button.

   b. Select the **Chapter 7 Petitions Batched for Trustee Assignment** radio button.

   c. Click the Browse button and browse to the .zip batch file you just created. The path to your .zip batch file should automatically fill the text box beside

the **Browse** button.

    d. Click the **Submit** button to complete your upload.

5. When upload is complete, you will be redirected to a confirmation page displaying the case numbers for each new case, as well as the confirmation numbers for each .pdf file included in the .zip batch. Information concerning the Judge and trustee assigned to the case, as well as the date and time set for the meeting of creditors, will be included in the notice of electronic filing email message sent to you after processing of the voluntary petition is complete and it is available for viewing on the Internet.